

**CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES**

The Caswell County Department of Social Services Board held its monthly meeting on ~~July~~^{June} 17, 2014 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies, Chairman; Ms. Marylene McCain; Mr. David Owen; Mr. Larry Hamlett; Mr. Kenneth Travis; Mrs. Tammy Paschal, Accounting Technician attended for Mrs. Debbie Rascoe and Ms. Dianne Moorefield, Secretary to the Board was in attendance.

Mr. Jefferies called the meeting to Order at 9:00 a.m. The agenda for the meeting was reviewed and approved upon a motion by Mr. Travis and second by Mr. Hamlett. Minutes of the meeting held May 20, 2014 were reviewed and approved upon a motion by Mr. Owen and second by Mr. Travis. There was no public address to the Board.

Budget Amendment #13, an additional CP&L Energy Assistance allocation in the amount of \$455.36 was approved upon a motion by Mr. Travis and second by Mr. Hamlett.

Contracts for 2014-2015 were discussed and approved upon a motion by Mr. Owen and second by Ms. McCain. These contracts were with the Sheriff's Department, Health Department, Building Inspector, CATS (Caswell Area Transportation Services) and Mr. Stuart Watlington for legal services related to Child and Adult Welfare and Child Support.

Ms. Moorefield updated Board Members on the status of the agency's vacancies. The person who accepted one of our CPS openings decided to accept a position in a neighboring county where she will make considerably more money. The job will be reposted. Mrs. Lisa Anderson is transitioning to her new position as CPS Supervisor while still spending part of her time in her role as Adult Services Supervisor. Interviewing is beginning with In-House candidates for the Adult Services position.

Information was shared on the availability of 75% federal reimbursement on activities related to NCFAST. The state has requested 75% reimbursement on activities completed in the old EIS System given the need to complete the large number of pending cases. In the meantime, however, they are urging counties to use the 75% reimbursement to hire additional temporary/part time staff or pay overtime to current staff in order to get benefits to clients as quickly as possible. Mandates have been handed down requiring the agency to develop a plan for handling the large number of applications as well as the need to recertify current cases within mandated timeframes. Options could include re-hiring former, retired employees on a part-time, temporary basis and Board Members favored this option as well as offering current staff the opportunity for paid overtime. By a unanimous vote, Board Members agreed to support using savings from the 75% reimbursement (versus 50% reimbursement) to address staffing needs if possible. Other steps already identified, and initiated, to be included in the Plan include Director Approval of leave requests and changes in flex schedules.

BUDGET AMENDMENT #
DSS

1

7/7/2014

Be it ordained, the FY 2014-2015 Annual Budget ordinance is hereby amended as follows:
2% COLA

<i>Expenditures: Increase/Decrease</i>	<i>Account Code</i>	<i>Prior Total Funding Authorization</i>	<i>Additional Allocation Increase/ Decrease</i>	<i>Amended Balance</i>
Fuel Emergencies/CIP	100.5480.499.900	\$91,346.00	-76,541.00	\$14,805.00
Total Expenditures			(\$76,541.00)	\$0.00

<i>Revenues: Increase/Decrease</i>	<i>Account Code</i>		<i>Increase/ (Decrease)</i>	<i>Balance</i>
DSS/Admin WCA	100.3538.360.000	\$1,697,168.03	(\$76,541.00)	\$1,620,627.03
Total Revenues			(\$76,541.00)	

Justification: To budget allocation changes by the NC Department of Health & Human Services as authorized by state funding authorization.

That all Ordinances or portions of Ordinances in conflict are hereby repealed.


Approved by Department of Social Services Director

7/7/14
Date

Approved by Department of Social Services Board

Date

Paula Seamster, Clerk to the Board
Approved by Caswell County Board of Commissioners

Date

**Social Services Board Meeting
July 15th, 2014**

EBT Issuance:

June 2014

Issuance \$594,281
Cases 2641
Individuals 5129

June 2013

Issuance \$522,144
Cases 2626
Individuals 5038

Workload Report:

June 2014

Applications taken 125
Applications approved 117
Applications denied 8
Overdue applications 0
Redeterminations 353

June 2013

Applications taken 119
Applications approved 91
Applications denied 13
Overdue applications 2
Redeterminations 244

Fraud Report:

June 2014 FNS recoupments \$1,106
2014 Second Quarter food stamp recoupments \$5,042

June 2013 FNS recoupments \$1,954
2013 Second Quarter food stamp recoupments \$6,273

Crisis Intervention Program (CIP) Report:

LIEAP

July 1, 2014 thru June 30, 2015

New allocations \$14,805
Total allocations to date \$14,805
Total CIP money used – June \$0
Available balance to date \$14,805
Applications approved 660– June 0
Applications denied 12 – June 0

New Allocations \$0
Total Allocations \$0
Available Balance \$0
Applications Pending
Applications Approved
Applications Denied

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT
ECONOMIC INDEPENDENCE UNIT
JULY 15, 2014

WORK FIRST EMPLOYMENT SERVICES:

Employment Services staff have received no request for an extension of the 24-month local time clock for Work First Cash Assistance since the last Board Meeting.

• **Monthly AFDC/WFFA Case Profile Summary Comparison:**

	July 2014	July 2013
Total # WFFA Cases	39	45
Caseload Increase/Decrease From Previous Month	(-1) 40	(-5) 50
Child Only Cases	35 (89.74%)	34 (75.56%)
Single-Parent Cases	4 (10.26%)	11 (24.44%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$208.97	\$203.41

• **WFES / Pay After Performance/ Two-Parent Case Comparison:**

	July 2014	July 2013
Total # 2-Parent Households	0	0
Caseload Increase/Decrease From Previous Month	(-0-) 0	(-0-) 0
Benefit Diversion Cases	0	0
Non-Able Bodied Cases	0	0
Cases Meeting Work Requirement	0	0
Cases Not Meeting Work Requirement	0	0
New Application for Assistance	0	0
Average WFFA Payment	\$0.00	\$0.00

Please see reverse for Page 2

Child Care Subsidy Waiting List

The waiting list that was implemented on February 24, 2010 was cleared in April 2014 due to the availability of child care subsidy funds. However, that waiting list continues to remain in effect. We will be closely monitoring the funding available and the spending trends, in the hopes of lifting the waiting list when it becomes feasible for us to do so. As of July 7, 2014 we currently have 39-children on the waiting list.

Submitted by: Tonya Breedlove July 7, 2014

Caswell County Department of Social Services

DSS Board Report - Child Protective Services

July 15, 2014

CPS Family & Investigative Assessments

	June 2014	June 2013
1.Total Number of Reports Accepted for Investigation	20	19
2.Total Number of Reports Screened Out	7	5
3.Total Number of Reports Referred to other Jurisdictions	1	1
4.Total Number of Treatment Cases Transferred In	0	1
5.Total Number of Intercounty Investigations	0	0
6.Total Number of Courtesy Interviews/Assists	3	4
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	13	17
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	2	4
9.Total Number of Malicious Reports Received	0	0

Additional Information

Currently, there are two vacant positions in the Child Protective Services Unit. Interviews have been conducted and required information has been sent to the Office of State Personnel for consideration.

Respectfully submitted by Lisa H. Anderson
Child Protective Services Supervisor
July 7, 2014

**Board Report
July 15, 2014**

During the month of June 2014 we had no new children to enter or exit care.

Work Load Report	June 2014	June 2013
Children in DSS Custody	17	11
Foster Care Services for children in custody of another state/county	0	0
Licensure of foster and adoptive homes	2	0
Adoption Assessments	1	
Home studies for other Courts	3	2
Supervision of foster homes	3	4

Training:

Child Placement Staff did not attend any training during the month of June.

Child and Family Services:

On Wednesday June 11, 2014 the North Carolina Division of Social Services (NCDSS) performed a formal monitoring of At Risk Case Management Services, Title IV-E Adoption Assistance, Title IV-E Foster Care and Social Services Block Grant (SSBG), the review period covered November 1, 2013 to April 30, 2014. The agency has not received a written report however the review appears to have gone well

Workers remain in rotation to handle courtesy requests within the Child Protective Services Unit.

Prepared By: Racquel Hughes
Child Placement Supervisor
July 7, 2014

Caswell County Department of Social Services

Adult Services Board Report

July 15, 2014

Programs:

	June 2013	June 2014
Adult Protective Services		
Number of Reports Received	9	14
Number of Reports Accepted	8	12
Number of Reports for Outreach	0	1
Number Referrals to AHS/DFS/Other Services	1	1

Adult Care Homes/Adult Home Specialist

Number of Adult Care Homes	27	27
Number of Adult Care Homes Monitored	3	10
Number of Complaints Received	5	3

Guardianship Services

Number of Active Cases	22	24
Number of New Cases	0	0
Number of Terminated Cases	0	0

Multidisciplinary Evaluations

Number of Requests Received	0	0
Number of Evaluation completed	0	2

Individual and Family Adjustment Services-Representative Payee

Number of Active Cases	22	26
Number of New Cases	0	1
Number of Cases Terminated	0	1

State/County Special Assistance In-Home (10 Slots)

Number of Active Cases	10	10
Number of New Cases	0	0
Number of Terminated Cases	0	0
Number of Pending Cases	0	0

SOCIAL SERVICES BOARD MEETING

July 15, 2014

- I. Overdue Application Report for June - 2014- Two in NCFast
Overdue Application Report for June- 2014 Three in EIS**
- II. Medicaid Eligibility**

July 2014	July- 2014	NCFast – May 2014
Open Cases – 3,980	Open Cases – 4,048	Open Cases – 2,627
Open People – 4,697	Open People – 4,890	
Authorized People – 4,750	Authorized People – 4,886	

III. North Carolina Health Choice

July - 2013	July- 2014
Open Cases – 205	Open Cases - 112
Authorized People – 300	Authorized People - 159

IV. SA (REST HOME)

July – 2013

July – 2014

Authorized People – 93

Authorized People - 97

V. Application, Reviews and Changes

	June - 2013	June - 2014	NCFast May - 2014
Applications Taken	120	73	113
Applications Approved	83	68	93
Applications Denied	48	38	11
Applications Withdrawn	6	0	10
Reviews	279	208	0
Total Changes	838	650	227
Terminated	110	69	0

**VI. AFDC-EA: CASWELL COUNTY DSS DIDN'T SERVED 0 FAMILIES FROM THE
EMERGENCY DURING THE MONTH OF June 2014 totaling \$0.00**

VII. REPORT CARD – June - 2013

We are at 100% total for all programs: MAD – 100%, AAF – 100% MAA – 100%,
MQB– 100% MAF – 100% MIC – 100%, MPW – 100%, NCHC 100 %

REPORT CARD – June - 2014

We were at 98% total in all programs: MAD - 100%, AAF – 100%, MAA – 100%
MQB - 100%, MAF – 100%, MIC – 71%, MPW – 100% AND NCHC –100%

**VIII. Cost Calculation Report for the Month of June 2014 County Share -
\$ 00.00**

**Cost Calculation Report for the Month of June 2013 County Share -
\$ 36.80**

**IX. All Eligibility Workers continue to Cross Train as Universal Workers for NC FAST,
Work Support Strategies, MAGI application and the Affordable Care Act, and the
Federally Funded Market Place.**

Mary Harrelson, Supervisor IMSII

July 7, 2014